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# Ontario Department of Education

# Text-book Regulations

FOR

PUBLIC, SEPARATE, CONTINUATION,

AND

HIGH SCHOOLS AND COLLEGIATE INSTITUTES

MAY, 1921

TORONTO:
Printed and Published by Clarkson W. James, Printer to the King's Most Excellent Majesty
1921

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THE RYERSON PRESS.

# Text-Book Regulations

## PUBLIC, SEPARATE, CONTINUATION, AND HIGH SCHOOLS AND COLLEGIATE INSTITUTES

**1. Except when otherwise indicated, the publishers shall sell direct, in any quantity, to any purchaser for use in Ontario, the books listed in Schedules A, B, and C below, at 20 per cent. less than the maximum prices named in the aforesaid Schedules. Certain additional discounts, which may vary from time to time, are to be allowed on certain books, as the Minister directs.**

**2.** As may be determined by resolution of the Board of School Trustees, the books for Supplementary Reading, as prescribed by the Regulations and as selected by the Principal and approved by the Inspector, shall be provided by the pupils for their own use or by the Board of School Trustees in the school library for the use of the pupils in the different forms in numbers satisfactory to the Principal and approved by the Inspector. The list of such books shall include the four books in English Literature to be read by candidates for a Departmental Examination.

**3.** No text-books are authorized in Art, Nature Study, Agriculture and Horticulture, Manual Training, and Household Science, but suitable reference books, selected by the Principal and approved by the Inspector, shall be provided in the school library by the Board of School Trustees for the pupils' use in numbers satisfactory to the Principal.

**4.** For Religious Instruction in the Public, Continuation, and High Schools and Collegiate Institutes, the Sacred Scriptures, or the Selected Scripture Readings of the International Sunday School Association, or the Scripture Readings adopted by the Department of Education, shall be used as prescribed by the Regulations of the Department of Education.

**5.** The editions of the Ontario High School Composition, the Ontario High School History of Canada, the Ontario High School French Reader, the Ontario Public School Arithmetic, the Ontario Public School Grammar, the Ontario Public School Composition, the Ontario School Geography, the Ontario Public School History of England, and the Ontario Public School History of Canada, which editions were used in any school during the school year ending the 30th of June, 1921, and the continued use of which is recommended by resolution of the Board of School Trustees passed on or before the re-opening of the schools in September, 1921, and communicated promptly thereafter to the Minister of Education, shall be deemed authorized for any of the classes of such school at the former maximum price, until the first of July, 1922. In all other cases the Principal shall introduce next September the text-books authorized in this Circular which are not already in use in his school.

**Note.—Principals who desire to retain any of the books specified in 5 above for the sake of classes that already possess them are hereby warned:**
***That to enable them to do so they must secure the resolution of the Board of School Trustees on or before the date specified in 5 above.***

**6.**—(1) The Principal shall submit to the Inspector at his official visit a copy of each of the resolutions provided for in 2 and 5 above, and in 10 below, duly dated and certified by the Secretary of the Board of School Trustees.

(2) It shall be the duty of the Inspector to see, at his first visit to each school after the receipt of this Circular, that the resolutions of the Board of School Trustees referred to in 6 (1) have been duly passed, and, when necessary, from time to time thereafter, that the provisions of the Regulations have been duly carried out in the school.

## PUBLIC AND SEPARATE SCHOOLS

**7.** Books authorized for use in the Lower School of Continuation and High Schools and Collegiate Institutes are authorized for use by pupils taking the corresponding subjects in the Fifth Form of Public and Separate Schools.

**8.** Boards of Roman Catholic Separate School Trustees may by resolution adopt either the Ontario Readers or the Canadian Catholic Readers for use in the schools under their charge.

## SCHEDULE A

*TEXT-BOOKS AUTHORIZED**

**Public and Separate Schools**

Ontario Public School Arithmetic. The T. Eaton Co., Ltd. (*Authorized for the Third, Fourth, and Fifth Forms*) . . $0.10

Ontario Public School Geography. W. J. Gage & Co., Ltd. (*Authorized for the Third, Fourth, and Fifth Forms*) . . .65

Ontario Public School Composition and Grammar. The Copp, Clark Co., Limited. (*Authorized for the Third, Fourth, and Fifth Forms*) . . . . . .25

Ontario Public School History of England. (New) The Ryerson Press. (*Authorized for the Third, Fourth, and Fifth Forms*) . . . . . .25

Ontario Public School History of Canada. (New) The Ryerson Press. (*Authorized for the Third, Fourth, and Fifth Forms*) . . . . . .25

* All possible arrangements for ample supplies of text-books have been made by the Department of Education, but these arrangements are necessarily dependent on trade and labour conditions.

Ontario Public School Hygiene. The Copp, Clark Co., Limited. (*Authorized for the Fourth and Fifth Forms*) .20

Ontario Public School Speller. The Copp, Clark Co., Limited. (*Authorized for the Second, Third, and Fourth Forms*) ..... .15

Ontario Writing Course, Book I. W. J. Gage & Co., Ltd. (*Authorized for the First and Second Forms*) ..... .05

Ontario Writing Course, Book II. W. J. Gage & Co., Ltd. (*Authorized for the Third and Fourth Forms*) .04

Ontario School Book-keeping—First Course. W. J. Gage & Co., Ltd. (*Authorized for the Fourth and Fifth Forms*) .30

Ontario Readers. The T. Eaton Co., Ltd.:

Primer (Revised, 1920) ..... .04

*First Book ..... .06

*Second Book ..... .09

*Third Book ..... .14

*Fourth Book ..... .16

NOTE.—The map of Ontario which Boards are required to provide, formerly published by Rolph, Clark & Stone, Ltd., is now sold by the Department of Education, Toronto.

**Roman Catholic Separate Schools**

The following Canadian Catholic Readers, published by The Copp, Clark Co., Limited, and approved for use in the Roman Catholic Separate Schools, are continued in use for the year 1921-22, if available:

First Book, Part I
First Book, Part II
Second Book
Third Book
Fourth Book

## CONTINUATION AND HIGH SCHOOLS AND COLLEGIATE INSTITUTES

**9.** Books authorized for use in Forms IV and V of the Public Schools are authorized for use by pupils taking the corresponding subjects in the Lower School of Continuation and High Schools and Collegiate Institutes.

* The authorization of books marked with an asterisk will expire at midsummer, 1922. Notice of the expiry of a contract on a certain date does not necessarily imply that the book concerned will then be replaced by a new one; its authorization may be extended or a revised edition may be published. In any event, ample notice of the decision of the Department will be given, and, until then, all concerned should exercise due discretion in making their purchases.

**10**. For the High School Upper School, any books may be used which have been recommended by the Principal and approved by resolution of the Board of School Trustees. If no change has been made since the passing of this resolution in a former year, another resolution is not necessary.

**11**. Any edition of the Literature texts in English, French, or German, prescribed for the examinations of the Department of Education or for Matriculation into the University of Toronto, may be used in the schools with the approval of the Principal, but no annotated editions of such texts in English, used in the Lower and Middle Schools, shall cost more than 25 cents.

**12**. Boards of School Trustees shall provide in the school library a supply of the High School Flora, or of other Floras, and of the authorized Laboratory Manuals in Chemistry and Physics, sufficient for class use by the pupils, but pupils shall not be required to buy them.

## SCHEDULE B

### *TEXT-BOOKS AUTHORIZED*

**Continuation and High Schools and Collegiate Institutes**

Ontario High School Reader. The Canada Publishing Co., Ltd. ..... $0.40
Ontario High School English Grammar. The Canada Publishing Co., Ltd. ..... .45
Ontario High School English Composition. (New) The Copp, Clark Co., Limited ..... .40

*History and Geography*:

*Ontario High School Physical Geography. The Macmillan Company of Canada, Ltd. ..... .85
*Ontario School Geography. W. J. Gage & Co., Ltd. (*See Regulation 5, page 3.*) .....
Ontario High School Ancient History. The Macmillan Company of Canada, Ltd. ..... .75
*Ontario High School History of England. The Macmillan Company of Canada, Ltd. ..... .65
Ontario High School History of Canada. (Revised) The Ryerson Press ..... .45

* The authorization of books marked with an asterisk will expire at midsummer, 1922. Notice of the expiry of a contract on a certain date does not necessarily imply that the book concerned will then be replaced by a new one; its authorization may be extended or a revised edition may be published. In any event, ample notice of the decision of the Department will be given, and, until then, all concerned should exercise due discretion in making their purchases.

*Mathematics*:

Ontario High School Arithmetic. The Hunter-Rose Company, Ltd. ..... .40

Ontario High School Algebra. The Macmillan Company of Canada, Ltd. ..... .42

Ontario High School Geometry. The Copp, Clark Co., Limited ..... .50

*Classics*:

Ontario High School Latin Book. W. J. Gage & Co., Ltd... .70

White's First Greek Book. (*Authorized until further notice. Supplied by The Copp, Clark Co., Limited*)..... 1.90

*Moderns*:

Ontario High School French Grammar. The Copp, Clark Co., Limited ..... .60

Ontario High School French Reader. (In preparation)....

*High School German Grammar. The Copp, Clark Co., Limited ..... .70

*Ontario High School German Reader. The Ryerson Press.. .35

Hills and Ford's First Spanish Course. The Copp, Clark Co., Limited ..... 1.00

Bransby's Spanish Reader. The Copp, Clark Co., Limited.. .65

Harrison's Spanish Commercial Reader. (*Authorized until further notice. Supplied by The Copp, Clark Co., Limited*) ..... 1.20

NOTE.—The three Spanish books listed above will be sent direct by the publisher to individual purchasers post-paid for .90, .58, and 1.18, respectively.

*Science*:

Ontario High School Physics. The Copp, Clark Co., Limited. 1.25

Ontario High School Laboratory Manual in Physics. The Copp, Clark Co., Limited ..... .50

Ontario High School Chemistry. The Macmillan Company of Canada, Ltd. ..... .50

Ontario High School Laboratory Manual in Chemistry. The Macmillan Company of Canada, Ltd. ..... .25

Bailey's Beginners' Botany. The Macmillan Company of Canada, Ltd. ..... .65

Coleman's Beginners' Zoology. The Macmillan Company of Canada, Ltd. ..... .75

*Book-keeping*:

Ontario School Book-keeping—First Course. W. J. Gage & Co., Ltd. ..... .30

Ontario School Book-keeping—Second Course. W. J. Gage & Co., Ltd. (*Authorized for the second and subsequent years of the Course in Book-keeping*) ..... 1.00

*Writing*:

Ontario Writing Course, Book III. W. J. Gage & Co., Ltd. .04 (*Authorized for the Lower School*)

* See foot-note on page 6.

## SCHEDULE C

### *BLANK BOOKS AUTHORIZED*

**Public, Separate, Continuation, and High Schools and Collegiate Institutes**

Ontario School Book-keeping Blank. W. J. Gage & Co., Ltd. $0.16
Ontario Pupils' Outfit in Business Papers. W. J. Gage & Co., Ltd. ..... .09
These two Blanks may be obtained in one packet at 25 cents.

**Public and Separate Schools**

(*The authorization of the Blank Writing Books and the Blank Drawing Books has been discontinued. The pupils may use any blank books available.*)

**Continuation and High Schools and Collegiate Institutes**

(*The authorization of the Ontario Standard Note-book, the Blank Writing Book, and the Blank Drawing Book has been discontinued. The pupils may use any suitable blank books available.*)

Historical War Paintings—These are large colour plates reproduced from a selection of the paintings forming part of the Canadian War Memorials. These historic pictures are especially suitable for schools. There are ten pictures in the series, but the plates may be purchased separately at $5 each. The titles are—"Canada's Answer," "The Night Patrol," "No. 3 Canadian Stationary Hospital," "The Second Battle of Ypres," "The Battle of Vimy," "The Cloth Hall, Ypres," "Ypres from Kemmel," "The Landing of the First Canadian Division at St. Nazaire, 1915," "The War in the Air," "The Flag."

Canadian War Memorials Reproductions
386 Victoria Street, Toronto

## SCHEDULE D

### *ONTARIO TEACHERS' MANUALS*

The Department has published the following Teachers' Manuals dealing with methodology and containing supplementary material for the teachers' use in class. School Boards are required to place these in the School Libraries.

**Public and Separate Schools**

| | Retail | Postage |
|---|---|---|
| Primary Reading. The Copp, Clark Co., Limited.. | $0.30 | .07 |
| Notes on Ontario Readers II, III, IV. The Copp, Clark Co., Limited ..... | .26 | .11 |
| History. The Copp, Clark Co., Limited ..... | .14 | .05 |
| Literature. The Copp, Clark Co., Limited ..... | .15 | .06 |
| Composition and Spelling. The Copp, Clark Co., Limited ..... | .20 | .09 |

| | | |
|---|---|---|
| Arithmetic. The Copp, Clark Co., Limited ..... | .20 | .09 |
| Household Management. The Copp, Clark Co., Limited ..... | .19 | .07 |
| Grammar. The Ryerson Press ..... | .14 | .06 |
| Geography. The Ryerson Press ..... | .16 | .07 |
| Nature Study. The Ryerson Press ..... | .19 | .08 |
| Art. The Ryerson Press ..... | .40 | .18 |
| Writing. The Ryerson Press ..... | .19 | .05 |
| Elementary Agriculture and Horticulture. The Ryerson Press ..... | .29 | .07 |
| Household Science for Rural Schools. The Ryerson Press ..... | .40 | .07 |

A discount of twenty per cent. off the retail price is allowed when these Manuals are purchased from the publishers, express or postage charges being extra.

The following Manuals are supplied post-paid by the Department of Education at the prices stated:

| | |
|---|---|
| Teaching English to French-speaking pupils ..... | $0.15 |
| Manual Training (Revised Edition, 1920) ..... | .40 |
| *Sewing ..... | .20 |
| Topics and Sub-Topics ..... | .10 |

*A set of 10 charts to accompany the Sewing Manual is now obtainable from the Department of Education at $2.00 per set post-paid.

**Continuation and High Schools and Collegiate Institutes**

| | |
|---|---|
| Suggestions for Teachers of Science. The Copp, Clark Co., Limited (postage .07) ..... | .33 |
| The Syllabus of Physical Exercises. The Copp, Clark Co., Limited ..... | .45 |

## SPECIAL NOTICE TO TEACHERS AND SCHOOL BOARDS

**The teacher himself may use any book, pamphlet, or magazine he wishes in preparing the lesson for his class; but he has no authority to require or permit his pupils to use in school any other publications than those whose use is authorized by this Circular or which are listed in the catalogue of the school library with the approval of the Inspector. Nor can Notes on History, Geography, etc., School Helps, School and Home, or similar publications, be used by his pupils in their work at school; and neither the teacher nor the Board has any authority to require or induce pupils to buy any of such prohibited books, pamphlets, magazines, Notes, School Helps, School and Home, or other similar publications.**

## AUTHORIZED TEXT-BOOKS

### *REVISED STATUTES OF ONTARIO*

#### High Schools Act

**53.**—(1) A teacher shall not use or permit to be used as a text-book in a High School any book except such as is authorized by the Regulations, and the Minister, upon the report of the Inspector, may withhold the whole or any part of the legislative grant in respect of any High School in which any unauthorized book is so used.

(2) Subject to the Regulations, an authorized text-book in actual use in a High School may, with the written approval of the Board, be changed by the teacher for any other authorized text-book on the same subject.

#### Public Schools Act

**86.** An authorized text-book in actual use may be changed by the teacher for any other authorized text-book on the same subject with the written approval of the Board and subject to the Regulations.

**113.** If a teacher negligently or wilfully permits an unauthorized book to be used as a text-book by the pupils of his school, the Minister, on the report of the Inspector, may suspend such teacher, and the Board may also deduct from his salary a sum equal to so much of the legislative grant as has been withheld on account of the use of such book or any less sum at its discretion.

**101.**—(1) Subject to the Regulations it shall be the duty of every Public School Inspector

(*g*) To withhold his order for the amount apportioned from the legislative or municipal grant;

(iv) Where the teacher uses or permits to be used as a text-book any book not authorized by the Regulations;

and in every case to report to the Board and to the Minister his reasons for so doing.

### *REGULATIONS FOR SEPARATE SCHOOLS*

The foregoing Sections in regard to authorized text-books in Public Schools are statutory. The same provisions are hereby prescribed as Regulations for the Separate Schools.

### *REGULATIONS FOR OTHER CLASSES OF SCHOOLS*

For the Regulations governing the use of books in Commercial High Schools and Departments, and Agriculture and Household Science Departments of the High and Continuation Schools, and in Industrial, Technical, and Art Schools and Departments, see the Syllabuses of these Schools and Departments, which may be obtained on application to the Deputy Minister.

DEPARTMENT OF EDUCATION,
May, 1921